CYMS TRAINING GUIDE
CTG-A06 - CAMPS
Updated Apr 04

Army Spring, Fall, and Winter Camp

The children on the before and/or after rosters should **not** be charged more money for Spring, Fall and Winter camp. The fact that during these camps children are with the center for an entire day is already factored into the Before and After rate.

As a result, the children who are already on a before and/or after roster should stay on that roster when Spring, Fall and Winter camp is taking place. *There is no need to move them or enroll them into the camp class.* All other 'outside' children will be enrolled in Spring, Fall, or Winter Camp classes and charged the full day rate.

It is recommended that the Spring, Fall, and Winter Camps be installment billed (see the SA Camp Setup section below for details) with a max count of however many kids the center is going to take from the outside (i.e., the number of kids who are going to get charged the full day camp rate). It is also recommended that you create one section for each week of camp.

Spring, Winter, and Fall camp rates should be added in CYS Rates Maintenance. For help entering or changing these rates refer to the How to Change Program Rates document.

Program Types are already set up in the database for this—typically they are CampS-Sp, CampS-W, etc. Sometimes you will also see CampK-Sp, etc. The rate itself is usually the same, but typically SA wants different camps set up to differentiate between School Age camp rosters and Kinder camp rosters; if the Program Type is different, they can use search for care and waitlist the proper kids for the proper camp.

Spring, Fall and Winter Camp Reality: Regardless of what is *supposed* to happen, some bases charge more for Spring, Fall, and Winter camp. In these cases, it is highly recommended that they get into compliance with policy. If they can't do that, they can update charges manually or use a mini version of the summer camp process below.

Navy Spring, Fall and Winter Camp

It appears at least early on that the Navy allows bases to charge more for Spring, Fall, and Winter Camps regardless of whether children are already enrolled in before and after. To accommodate this, they will have to use a mini version of the summer camp process below.

Army and Navy Summer Camp

For Army and Navy summer camp, *all* children are charged the higher, full day camp rate. We recommend that each week be a section. Children are enrolled into their appropriate weeks. See the SA Camp Setup section for details.

If a base has daily camp fees (this is against policy—if a child wants to attend two days out of a week they should be paying for the full week) encourage compliance with policy. Otherwise, you will need to get creative with the setup—maybe a daily camp trans code or if they need a roster for that day, a daily camp class with a large number of sections (e.g., 8 weeks = 40 sections). Reminder: You can't make daily sections under the regular weekly camp class since enrollments will cause a bill to be created. If you have to create a daily camp class with sections, the clerk will have to go to the Fees screen for every daily enrollment and plug the appropriate fee manually. Swiping the child in as hourly to account for a Daily Camp Fee is NOT recommended, since that money will not end up in the camp cost center.

Summer Camp Example

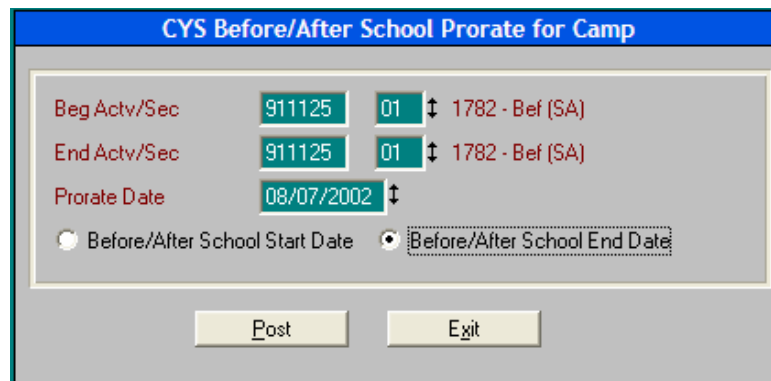**Note:** You must perform these steps in order.

Before and After School ends on 8/7/02 and begins again on 10/8/02.

1 Run Billing on August 1. This will charge the bi-weekly households from August 1–August 14.

Note: Monthly households will be charged from 8/1–8/31. If before/after ends on August 7, you have overcharged the bi-weekly and monthly households.

2 Immediately after the 8/1 billing is run, go to Period End → CYS → CYS Before/After School Prorate for Camp. This program is used to update charges on households that were overcharged for this billing. It will only update charges if decreasing the fees doesn't cause a refund.

If by decreasing the fees a refund would result, the household is flagged on the report as *Manual Adjust – Refund* and the amount of the adjustment the clerk needs to make is listed. The clerk would then need to make the adjustment through Global Cancel/Changes and Update Charges and reduce the before/after fee amount by the amount listed on the report.

Select your before and/or after class and enter 8/7/02 in the **Prorate Date** field. Select the **Before/After School *End* Date** option.

Note: If your before and after classes aren't consecutive on your picklist you may have to run this process twice: once for your before class as the beginning and ending activity and once for after.

Click **Post** and select your printer.

Note: This is the only chance you will get to print which customers' fees got adjusted and which did not.

In our example, the bi-weekly households will get 5 days of credit and the monthly households will get 17 days of credit.

Report Output

Total Days Column: This represents the number of days in the billing cycle. For example, if a child has a bi-weekly billing with a last bill date of 8/1/02, the system will count the total days as 10. If the same child has a last bill date of 8/2/02, the total days will be 9. A monthly bill with a last bill date of 8/1/02 will count the total days as 22.

Manual Adjust Column:
If the column is blank, the child's fees were adjusted.

If the column says *Manual Adjust Refund* with a $ amount in the Fee Adjustment column, it means the clerk will need to adjust the fees by that amount manually. The system did not adjust the household's fees since doing so would have caused a refund. The clerk can make the necessary changes in Global Cancel/Changes and Update Charges.

If the column says *Manual Adjust Refund* with $0 in the Fee Adj column, there is probably something wrong with the Last Bill Date. In this situation, the clerk will need to make necessary adjustments since the system did not adjust fees on the household. For example, you would receive this message when you have a last bill date of 10/1/02 and a prorate date of 8/21/02.

This program always rounds down in order to maximize SA revenue.

3 Immediately after the 8/1 billing is run, go to Period End → System → Installment Billing Status Update.

The Installment Billing Status update program allows you to suspend or restart billing on a particular range of programs.

You need to suspend billing on the Before and After programs.

Make the selections on your screen match the screen above and click **Details**. *Do NOT click Process at this time.*

Select your Beginning and Ending section.

> **Note:** If your Before and After programs are not consecutive on your picklist, you will have to run this program twice—once for Before as the Beginning and Ending program and once for After.

Click **Process.**

4 On 8/8/02, run Billing for Camp (only if you have a camp section that is truly setup to begin on Thursday).

> **Note:** You may have to adjust your 'weekly' camp rate prior to billing if you are charging a discounted rate for this partial week. That can be done in CYS Rates Maintenance. Otherwise, on 8/12 (Monday) run billing for camp.

5 On 8/15/02 run billing for normal programs.

6 On 8/19/02 run billing for camp.

7 On 8/26/02 run billing for camp.

8 On 9/1/02 run billing for normal programs.

9 On 9/2/02 run billing for camp.

10 On 9/9/02 run billing for camp.

11 On 9/15/02 run billing for normal programs.

12 On 9/16/02 run billing for camp.

13 On 9/23/02 run billing for camp.

14 On 9/30/02 run billing for camp.

15 On 10/01/02 run billing for normal programs

16 On 10/7/02 run billing for camps only if you have a section of camp on 10/7. *Otherwise, go to next step.*

> **Note:** You might have to adjust your 'weekly' camp rate prior to billing if you are charging a discounted rate for this partial week. That can be done in CYS Rates Maintenance.

17 On 10/8, go to Period End → System → Installment Billing Status Update.

The Installment Billing Status update program allows you to suspend or restart billing on a particular range of programs.

You need to restart billing on the Before and After programs.

Make the options on your screen match the one above and click **Details.** *Do NOT click Process at this time.*

Special Note: If Before and After begins on the 15th of the month or after, see the special section at the end of this document on how to proceed.

CYMS Rel 9.5a3g   **Period End**   **01/12/2004**   **CYS**

Func Global Activity Facility Pass League POS Rent Court Lock Trip Accdnt System Golf CYS PT

Installment Billing/Auto Debit - Details

Beg Actv/Sec 911125 01
1782 - Bef (SA)
End Actv/Sec 911125 01
1782 - Bef (SA)
Wildcard

☑ Include Regular Installment Bills

Beg Pass Type   Wildcard Selecti
End Pass Type   Wildcard Selecti

Beg Rental Item   Wildcard Selection
End Rental Item   Wildcard Selection

Beg Locker Rm   Wildcard Selection
End Locker Rm   Wildcard Selection

<< Back   Process   PreNote   Exit

Enter the ACTIVITY# RESTRICTION (i.e. 1.... or 25....)

Select your Beginning and Ending section.

Note: If your Before and After programs are not consecutive on your picklist you will have to run this program twice: once for Before as the Beginning and Ending program and once for After.

Click **Process**.

18 Run Installment Billing for the before and after classes for 10/1. This will overcharge the bi-weekly and monthly households.

19 Immediately following the 10/1 billing for Before and After, go to Period End → CYS → CYS Before/After School Prorate for Camp. This program is used to update charges on households that were overcharged for this billing. It will only update charges if decreasing the fees doesn't cause a refund.

If by decreasing the fees a refund would result, the household is flagged on the report as *Manual Adjust – Refund* and the amount of the adjustment the clerk needs to make is listed. The clerk would then need to make the adjustment through Global Cancel/Changes and Update Charges and reduce the before/after fee amount by the amount listed on the report.

CYS Before/After School Prorate for Camp

Beg Actv/Sec 911125 01 1782 - Bef (SA)
End Actv/Sec 911125 01 1782 - Bef (SA)
Prorate Date 10/08/2002
● Before/After School Start Date   ○ Before/After School End Date

Post   Exit

Select your before and/or after class and enter 10/8/02 as the **Prorate Date.** Select the **Before/After School** *Start* **Date** option.

Note: If your before and after classes aren't consecutive on your picklist, you will have to run this process twice: once for your Before class as the Beginning and Ending activity and once for After.

> Click **Post** and select your printer.

Note: This is the only chance you will get to print which customers' fees got adjusted and which did not.

> In this example, the bi-weekly and monthly households will get 5 days of credit.

Report Output

Total Days Column:
This represents the number of days in the billing cycle. For example, in October of 2002, a bi-weekly customer would have 10 days in the billing cycle and a monthly household would have 23 days.

Manual Adjust Column:
If the column is blank, the child's fees were adjusted.

If the column says *Manual Adjust Refund* with a $ amount in the Fee Adjustment column, it means the clerk will need to adjust the fees by that amount manually. The system did not adjust the household's fees since doing so would have caused a refund. The clerk can make the necessary changes in Global Cancel/Changes and Update Charges. If the column says *Manual Adjust Refund* with $0 in the Fee Adj column, there is probably something wrong with the Last Bill Date. In this situation, the clerk will need to make necessary adjustments since the system did not adjust fees. For example, you would receive this message when you have a last bill date of 10/1/02 and a prorate date of 8/21/02.

This program always rounds down in order to maximize SA revenue.

If Before and After Begins on the 15th of the Month or Later

For example, Before and After School begins on 10/23/02. Complete the following steps:

> **20** On 10/23, go to Period End → System → Installment Billing Status Update.

Run the Installment Billing Status Update in *Restart* mode and use the 1st of the month for the monthly households and the 15th of the month for the bi-weekly households. Refer to the screen shot above.

Next, click **Details**.

Select your Beginning and Ending section.

Note: If your Before and After programs are not consecutive on your picklist, you will have to run this program twice: once for Before as the Beginning and Ending program and once for After.

Click **Process**.

21 Run the billing for the before and after classes for 10/1 – this will charge the children in before and after who had monthly bills. Then, run the billing for the before and after classes for 10/15 – this will charged the children in before and after who had bi-weekly bills.

22 Immediately following the 10/15 billing for Before and After, go to Period End → CYS → Before/After School Prorate for Camp. This program is used to update charges on households that were overcharged for this billing. It will only update charges if decreasing the fees doesn't cause a refund.

If by decreasing the fees a refund would result, the household is flagged on the report as *Manual Adjust – Refund* and the amount of the adjustment the clerk needs to make is listed. The clerk would then need to make the adjustment through Global Cancel/Changes and Update Charges and reduce the before/after fee amount by the amount listed on the report.

CYS Before/After School Prorate for Camp

Beg Actv/Sec	911125	01 ↕	1782 - Bef (SA)
End Actv/Sec	911125	01 ↕	1782 - Bef (SA)
Prorate Date	10/23/2002 ↕		

⦿ Before/After School Start Date ○ Before/After School End Date

[Post] [Exit]

Select your before and/or after class and enter *10/23/02* as the **Prorate Date.** Select the **Before/After School Start Date** option.

Note: If your before and after classes aren't consecutive on your picklist, you will have to run this process twice: once for your Before class as the Beginning and Ending activity and once for After.

Click **Post** and select your printer.

Note: This is the only chance you will get to print whose fees got adjusted and whose did not.

In this example, the bi-weekly households will get 6 days of credit and the monthly households will get 16 days of credit.

Report Output

Total Days Column: This represents the number of days in the billing cycle. For example, in October 2002 a bi-weekly customer would have 10 days in the Billing Cycle and a monthly household would have 23 days.

Manual Adjust Column:

If the column is blank, the child's fees were adjusted.

If the column says *Manual Adjust Refund* with a $ amount in the Fee Adjustment column, it means the clerk will need to adjust the fees by that amount manually. The system did not adjust the household's fees since doing so would have caused a refund. The clerk can make the necessary changes in Global Cancel/Changes and Update Charges. If the column says *Manual Adjust Refund* with $0 in the Fee Adj column, there is probably something wrong with the Last Bill Date. In this situation, the clerk will need to make necessary adjustments since the system did not adjust fees. For example, you would receive this message when you have a last bill date of 10/1/02 and a prorate date of 8/21/02.

This program always rounds down in order to maximize SA revenue.